

VISA FOREIGN DRAFT PROGRA

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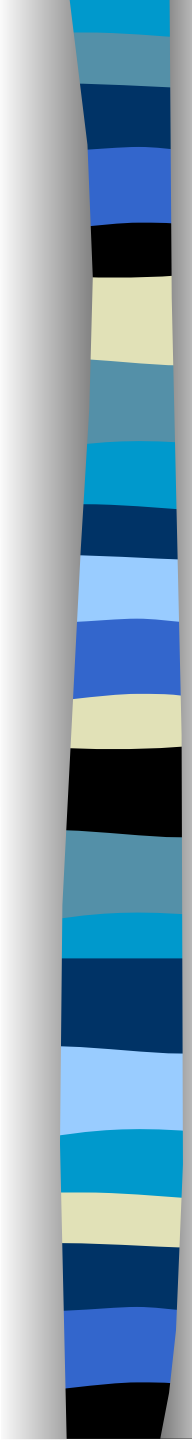
Email :

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<http://www.usacc.army.mil/benelux>

VISA FOREIGN DRAFT PROGRAM

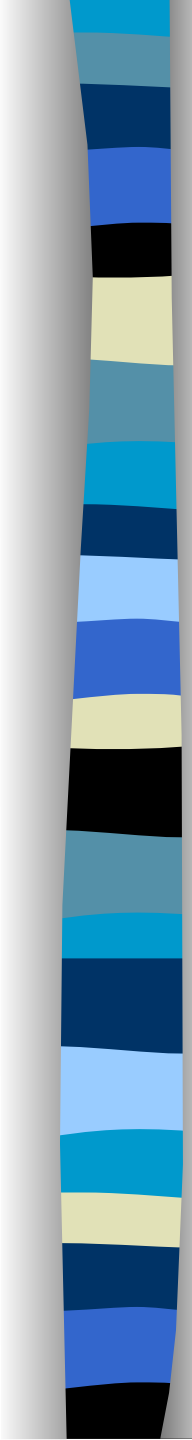
usbank.		DRAFT NO. 800005	
Minneapolis, MN 55408 S.W.I.F.T. USBKUS44 Telex 192179			
UNITED STATES DEPARTMENT OF DEFENSE REMITTER	RCO BENELUX	DATE May 04, 1999	AMOUNT BEF*90,000
TO THE ORDER OF	POSTKANTOOR SINT STEVENS WOLUWE H. THUMASPLEIN 47 B-1932 SINT STEVENS WOLUWE		
PAY THE SUM OF	NINETY THOUSAND COMMON BELGIAN FRANC		
	GENERALE BANK B-1000 BRUSSELS, BELGIUM		
		BY <u>M. J. Luna</u> AUTHORIZED SIGNATURE	
	11 01 500/001		DOD001205
075-0095NS (10-90)		Drawn under the protection of U.S. Bank National Association	



Visa

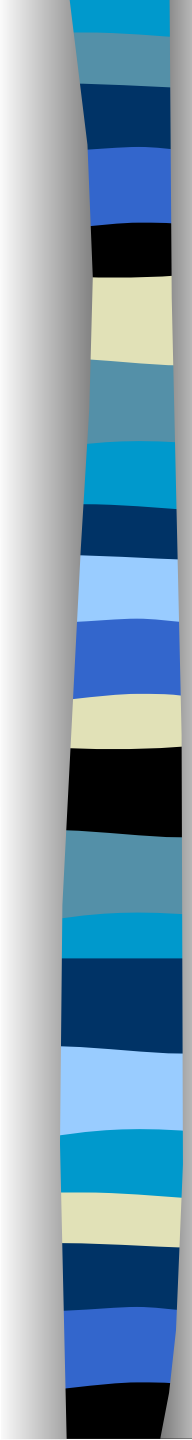
Foreign Draft Program

- **Not intended to replace the credit card**
- **Used only in sole source situations**
- **2% surcharge by U.S. Bank**
- **\$3,000 limit on checks**
- **\$50 cancellation fee**



Visa Foreign Draft Program

- **Checks drawn against local bank**
- **No check cashing charges**
- **Reluctance of vendors minor**
- **Checks issued in:**
 - **Euros**
 - **British Pounds**
 - **Norwegian Kronen**



VISA FOREIGN DRAFT PROGRAM

HARDWARE REQUIREMENTS

486 P/C, 66MHz, 8 MB RAM

**Microsoft Windows-compatible
mouse**

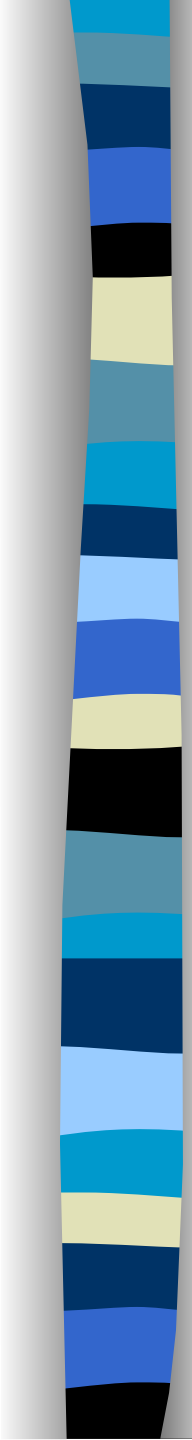
VGA color monitor

**Printer (capable of printing to within
2cm of the bottom of page)**

20 MB free disk space on hard drive

**Modem with a serial mod cable, 28.8
KB or higher**

Dedicated analog phone line

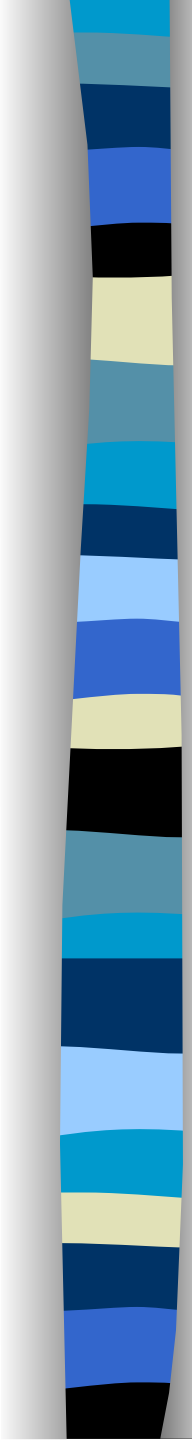


VISA FOREIGN DRAFT PROGRA

SOFTWARE REQUIREMENTS

**Ms-dos VERSION 6.0 OPERATIONG
SYSTEM**

Windows 3.1 or Windows NT 4.0

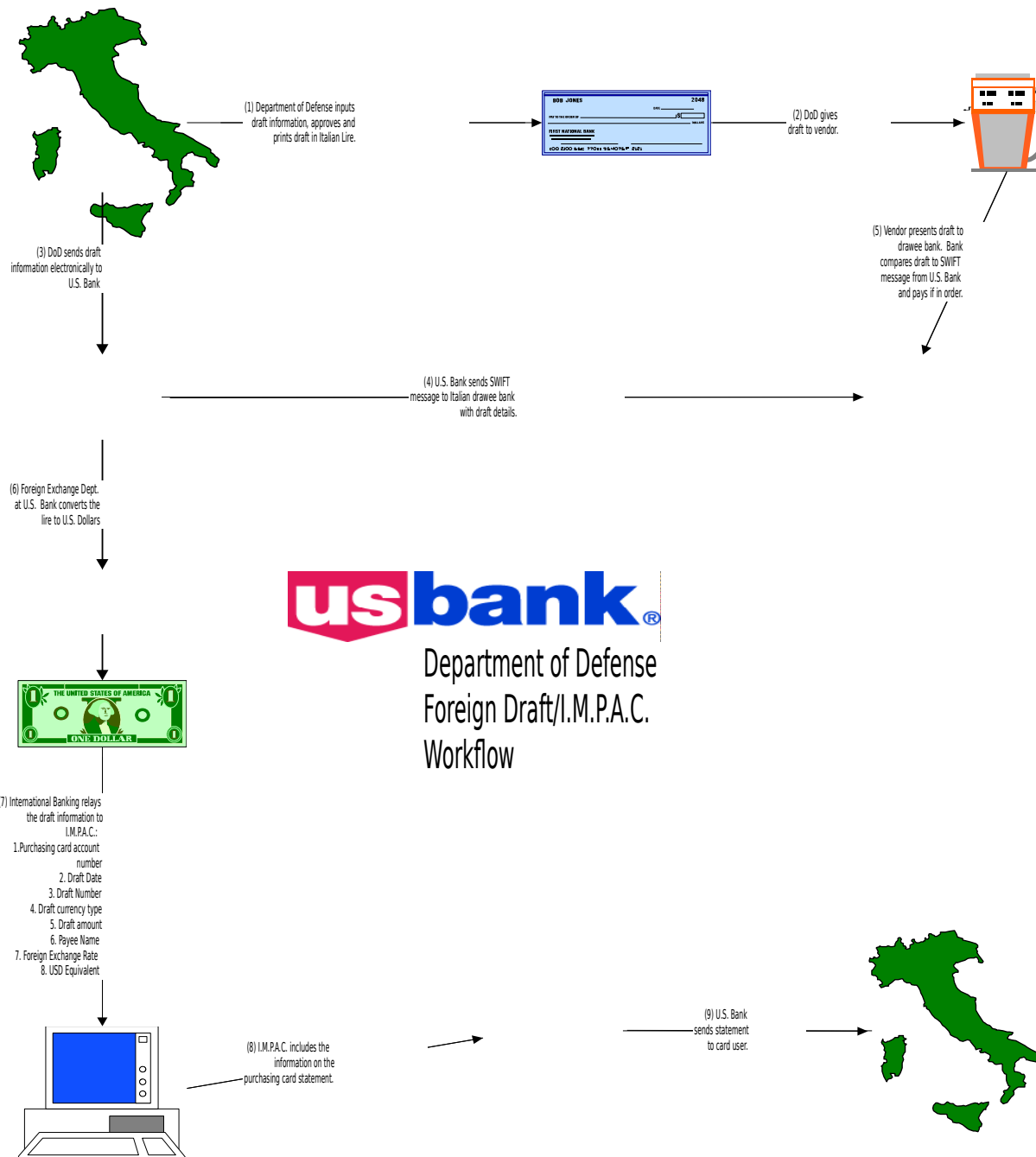


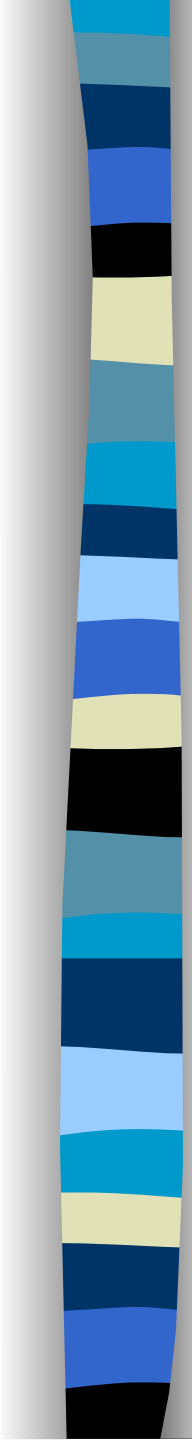
VISA

FOREIGN DRAFT PROGRAM

INVOICING

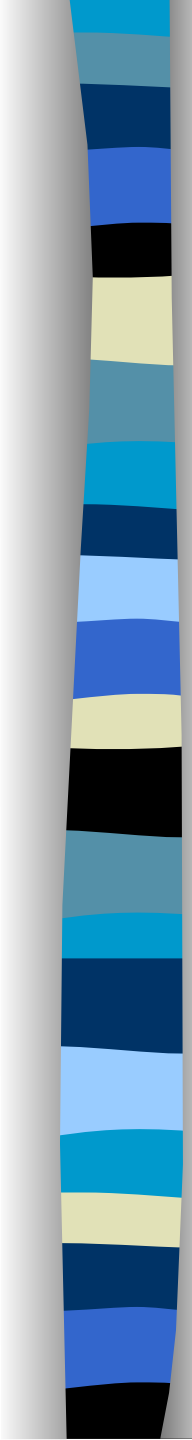
- **Data is electronically sent to u.S. Bank**
- **U.S. Bank notifies drawee bank with draft details**
- **Transaction is converted to dollars**
- **Check writer receives soa**
- **Billing officer process invoice to DFAS**





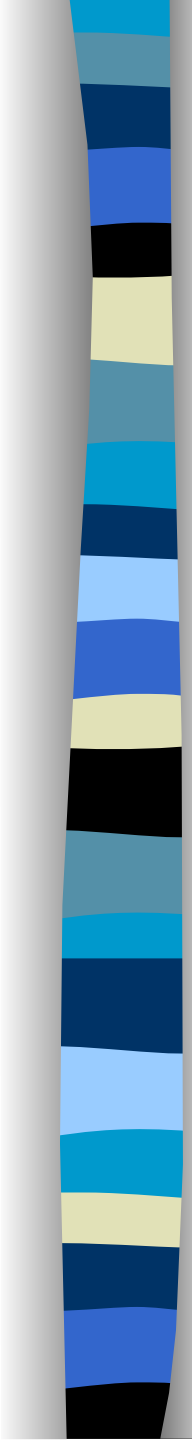
VISA FOREIGN DRAFT PROGRAM Roles & Responsibilities

- **Security officer**
 - **Install software**
 - **Setup of new users**
 - **Audits blank check stock**
 - **Resets passwords**
- **Requirements approving official**
 - **Authorizes use of check to purchase item**



VISA FOREIGN DRAFT PROGRAM Roles & Responsibilities

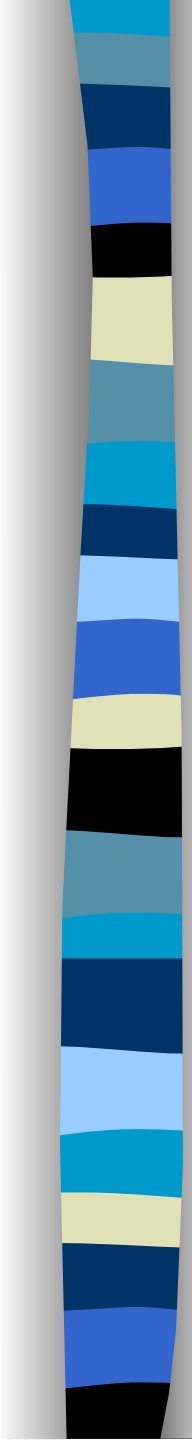
- **Check custodian**
 - Maintains and controls foreign draft stock
- **Check writer**
 - Creates, prints, and signs foreign draft
 - Charges are against this visa account



VISA FOREIGN DRAFT PROGRAM

IMPLEMENTATION

- **Utilize a Stand Alone System**
- **Utilize existing accounts for foreign drafts**
- **Train at lease two Check Writers**



VISA FOREIGN DRAFT PROGRAM

DATE: 16 May 98

REQUIRING ACTIVITY: Survey Section

PR&C #: WK257S-9311-H111

I fully understand that if after the check has been issued, it would have to be cancelled for any reason, there will be a cancellation fee of \$25 per check. This fee will be charged to the requiring activity.

I also understand that U.S. Bank imposes a charge of 2% of the value of the purchase made with a check. The funding document for a VISA check must include this additional 2%.

I agree that within 48 hours of receiving the check, a copy of the receipt from the vendor will be furnished to the RCO (FAX DSN 365-9610).

NAME OF REQUESTOR :

SIGNATURE OF REQUESTOR :

ITEM TO BE PURCHASED: GLASS SHELF

TOTAL PRICE: BF 2,558

VENDOR INFORMATION:

NAME: MIROITERIES MONTOISES

ADDRESS: 8, PLACE DES ALLIES, 7000 MONS

POC: MR. SPRIMONT

TELEPHONE # 065/35-2399

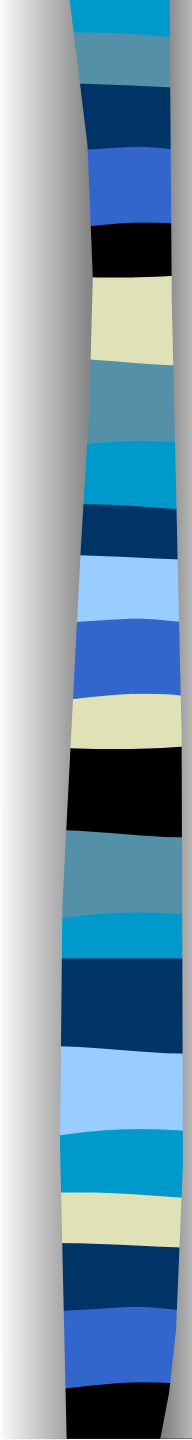
CHECK NUMBER :

CHECK RECEIPT:

NAME :

SIGNATURE :

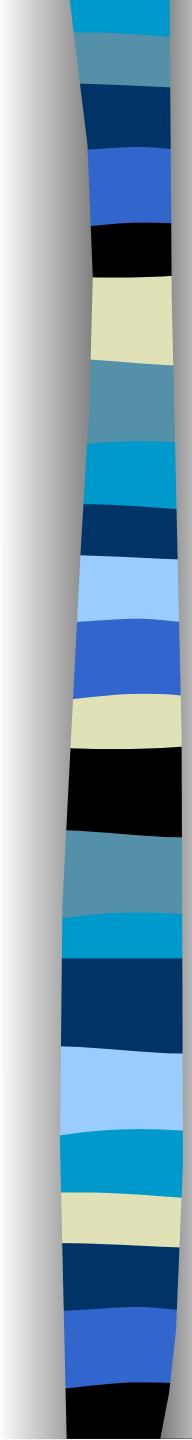
DATE



VISA FOREIGN DRAFT PROGRAM

CHECK WRITER DUTIES

- **Obtain vendor confirmation of price and availability**
- **Verify vendor address**
- **Prepare and sign draft**
- **Distribute executed draft**
- **Verify statement of account**



VISA FOREIGN DRAFT PROGRAM

FIELDING

- **Complete user survey**
- **Training conducted by rco benelux**
 - **Training database on lap top**
 - **Assist with installation of production software**